Date: 16.06.2015

To

**The principal**

Sylhet Women’s Medical College

Mirboxtula, Sylhet

Sub: **Prayer for study leave.**

Sir

I beg most respectfully state that, I am working as a lecturer in the department of Community Medicine of your institute since January 2011. Currently I have been selected as a candidate for MPhil in Physiology course at “MAG Osmani Medical College, Sylhet” in the session of July 2015.

The course will run for two years from August 2015 to July 2017.

May I therefore pray & hope you would be kind enough to grant my leave for those days & oblique thereby.

Your most respectful

**Dr.Arfa Islam**

Lecturer

Department of Community Medicine